

# **REQUEST FOR QUALIFICATIONS FOR RIGHT OF WAY AND RELATED SERVICES**

STATE PROJECT NO. H.008322.3  
US 61-PORT OF SOUTH LOUISIANA  
CONNECTOR ROADWAY  
ROUTE LA 637  
ST. JOHN THE BAPTIST PARISH

Under authority granted by Title 48 of the Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 23-116 (SF 23-116), "Professional Right of Way and Related Services", revised May 2012, from Consulting Firms (Consultant) to provide right of way and related services. One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract. If Sub-Consultants are used, no individual Sub-Consultant may perform a higher percentage of work than the prime Consultant.

## **Project Manager - Ms. Erin Roussel**

All questions regarding this request for qualifications should be submitted in writing to Ms. Jennifer Lee, Administrative Coordinator at email: [jennifer.lee@la.gov](mailto:jennifer.lee@la.gov) no later than 4:00 pm, September 4, 2012. Answers to project related questions will be distributed electronically no later than 4:00 pm, September 12, 2012, to all firms who have indicated an interest in this project and provided an email address to receive the information. The email contact address should be provided to Ms. Lee no later than 4:00 pm, September 4, 2012.

## **Project Description**

This contract will include coordination of activities between DOTD and the Consultant. The project involves the widening of Route La. 637 from Airline Highway to River Road in St. John the Baptist Parish and includes approximately 43 parcels or 30 ownerships and approximately 3 relocations. The numbers of parcels, ownerships, and relocations may change. The project length is approximately 1.49 miles. The Right of Way Clear Date for this project is February 25, 2013.

## **Scope of Services**

The selected Consultant will be required to provide project management and administration services, title research services, acquisition services, relocation assistance and advisory services, expropriation services, asbestos inspection and assessment services, and other right of way related services necessary to acquire and clear the right of way for construction of this project. Appraisal Services and Appraisal Review services are to be provided by DOTD.

The Project Manager/Team will be responsible for the management of all Sub-Consultant contracts for the total project delivery.

## **Items and services to be provided by DOTD**

The DOTD will furnish without charge the following services:

1. DOTD will assign a Right of Way Project Manager.
2. DOTD will assign a lead Right of Way Agent.
3. DOTD will host periodic status meetings.
4. DOTD will provide technical assistance for negotiation and acquisition activities.
5. DOTD will provide technical assistance for relocation assistance and advisory services.
6. DOTD will provide electronic project tracking system.
7. DOTD will provide appraisal services and appraisal review services.

The service deliverables are also to include the following:

- A. Development of a Project Delivery Strategy; Project Manager/Team will:

Be required to develop an overall strategy for execution and completion of the Project as well as a system for Project prioritization.

- B. Develop the Project Schedule; Program Manager/Team will:

Develop a preliminary Project schedule and establish milestone dates for all events necessary to advance each process to completion.

- C. Right of Way Acquisition and Management;

Project Manager/Team will provide title abstractors, right of way acquisition/relocation assistance agents, and an asbestos inspection and assessment specialist.

## **Deliverables**

The Consultant/Team hereby agrees to produce deliverables including but not limited to: a service plan, title research reports, title research report updates, mortgage certificates, negotiation and acquisition services, negotiation and acquisition files, relocation assistance and advisory services, relocation assistance and advisory services files, relocation assistance just compensation offer letters with a summary of just compensation, completed acts of sale, vouchers in request of payment, negotiation packages to be referred for expropriation, asbestos inspection and assessment services, uneconomic remainder (UR) packages for referral to DOTD

Property Management, maintenance of electronic project tracking system and other items as might be required.

### **Quality Control/Quality Assurance**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program, in order to provide a mechanism by which all deliverables can be subject to a systematic, consistent review. Consultants must ensure quality and adhere to the standards of the DOTD Right of Way Manual and DOTD Title Research Manual.

### **Compensation**

Compensation for services provided under this Contract are payable according to DOTD's established Schedule of Fees. Fees such as recordation fees, mortgage certificate fees, mortgage release fees, attorney's fees, et al will be reimbursed at actual cost.

Within 15 calendar days of notification of selection, a kickoff meeting will be held with the selected Consultant/Team and appropriate DOTD personnel.

### **Contract Time**

The estimated contract time for this project is nineteen (19) weeks.

### **References**

1. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970.
2. Uniform Standards of Professional Appraisal Practice.
3. Louisiana Constitution: Article I, Section 4, Article VI, Section 21 and Article VII, Section 14.
4. Louisiana Revised Statutes: Title 9, Title 19, Title 38, Title 48, and Title 70.
5. Louisiana Civil Code.
6. Louisiana Administrative Code: Chapter 70.
7. DOTD Right of Way Manual.
8. DOTD Guide to Title Research.
9. Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964.
10. Equal Employment Opportunity Act of 1972.
11. Federal Executive Order 11246 as amended.
12. Rehabilitation Act of 1973.
13. Viet Nam Era Veteran's Readjustment Act of 1973.
14. Title IX of the Education Amendments of 1972.
15. Age Discrimination Act of 1975.
16. Fair Housing Act of 1968.
17. Americans With Disabilities Act of 1990.
18. All other federal and state laws and regulations which may apply to acquisition of right of way and utility relocation for this project.

## **Minimum Personnel Requirements**

A master's degree in a relevant field may substitute for one (1) year of work experience. A Ph. D. in a relevant field may substitute for two (2) years of work experience.

**Company Principal:** The company principal must be a principal of the said company empowered and authorized to accept and sign contracts on behalf of the said company.

**Project Manager:** A baccalaureate degree plus five (5) years of full time professional experience in the right of way or relocation assistance fields as an employee or a consultant for an expropriation agency or other governmental agency.

- Eight (8) years of full time work experience in any field may be substituted for the required baccalaureate degree.

**Appraisal Manager:** Not required under this contract.

**Negotiation and Acquisition Manager:** A baccalaureate degree plus five (5) years full time professional experience in the right of way or relocation assistance fields as an employee or a consultant for an expropriation agency or other governmental agency.

- Eight (8) years of full time work experience in any field may be substituted for the required baccalaureate degree only.

**Relocation Assistance and Advisory Services Manager:** A baccalaureate degree plus five (5) years of full time professional experience in the relocation assistance and advisory services field as an employee or a consultant for an expropriation agency or other governmental agency.

- Eight (8) years of full time work experience in any field may be substituted for the required baccalaureate degree only
- Successful completion of five (5) of the following six (6) IRWA Courses (or equivalent courses from other organizations approved by the Department): 501 (Relocation), 502 (Business Relocation), 503 (Mobile Home Relocation), 504 (Computing Replacement Housing Payments), 505 (Advanced Relocation Assistance 1 – Residential) and 506 (Advanced Relocation Assistance – 2 Business) may be substituted for one (1) year of full time experience as an employee or a consultant for an expropriation agency in the relocation assistance field.
- The following National Highway Institute Courses: NHI Course Number FHWA – NHI – 141029, Basic Relocation under the Uniform Act can be substituted for IRWA Courses 501 and 504. NHI Course Number FHWA – NHI – 141030, Advanced Relocation under the Uniform Act can be substituted for IRWA Courses 505 and 506. NHI Course number FHWA – NHI – 141031, Business Relocation Under the Uniform Act can be substituted for IRWA Course 502.

**Quality Control/Quality Control Manager:** The minimum qualifications for the Quality Control/Quality Assurance Manager must meet the minimum qualifications for any other key staff person listed above.

**Asbestos Inspection and Assessment Specialist:** The minimum qualification for asbestos inspection and assessment services specialist is a current license issued by the Louisiana Department of Environmental Quality.

## **EVALUATION CRITERIA**

The general criteria to be used by the DOTD Right of Way Section in evaluating responses for the selection of a Consultant to perform these services are as follows:

1. **Consultant's firm experience as related to the project:**  
Weighting factor of 3.
2. **Consultant's personnel experience as related to the project:**  
Weighting factor of 4.
3. **Consultant's firm size as related to the project magnitude:**  
Weighting factor of 3.
4. **Consultant's past performance on DOTD Real Estate projects:**  
Weighting factor of 6.
5. **Consultant's current work load with DOTD:**  
Weighting factor of 5.
6. **Location where the work will be performed:**  
Weighting factor of 4.

## **EVALUATION CRITERIA**

Past performance ratings for right of way services will be used. All Consultant's/Team's members will be evaluated as indicated in items 1-6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor.

The evaluation will be based off the information provided in the Consultant's/Team's SF 23-116 submittal. If during the course of the evaluation the Project Evaluation Team has questions or requires clarification of the information provided, the Project Evaluation Team may send request to the Consultant/Team for additional information through the Consultant Contract Services Administrator.

## **Communication Protocol**

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below**

**are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Janice Williams, ex-officio
2. Erin Roussel
3. Melissa Stephens
4. Loong Tsai
5. Hubert Graves
6. Patrick Duet

#### **Rules of Contact (Title 48 Engineering and Related Services)**

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 23-116):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through Jennifer Lee by email at the LA DOTD.
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

#### **Insurance**

During the term of the Contract the consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims made" basis.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **six (6)** copies of the SF 23-116 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement. Any Consultant/Team failing to submit any of the information required on the SF 23-116, or providing inaccurate information on the SF 23-116, will be considered non-responsive.

Any Sub-Consultant to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 23-116, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 23-116 must be firmly bound to the Consultant's SF 23-116. In Section 6, the Consultant's SF 23-116 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of the overall work effort to be subcontracted to each Sub-Consultant. The sum of the percentages of the work elements to be performed by the prime consultant and the sub-consultant(s) should total 100%.

Name(s) of the Consultant/Team listed on the SF 23-116, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 23-116 will be identified with **Project No. H.008322.3**, and will be submitted **prior to 3:00 p.m. CST on September 18, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Harvey Blanchard  
Assistant Right of Way Administrator  
1201 Capitol Access Road, **Room S 335**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225)242-4527

## REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.